



May 25, 2010

SUBJECT: Local Administered Project Manual Training

Dear Participant:

The Georgia Department of Transportation, in coordination with the Federal Highway Administration, has approved implementation of a Local Administered Project Manual. This manual sets forth the current procedures and steps necessary for local government to administer Federal Aid projects by applying the policies and objectives of Federal and State laws. The purpose of the manual is to establish uniform practices for authorizing a qualified Local Public Agency (LPA) to manage certain activities for projects funded through Federal Aid.

This is your invitation to participate in the **Local Administered Project (LAP) Manual Training**, which is being held on **Wednesday and Thursday, June 16-17**, from **8:00 a.m. to 3:30 p.m.** at the **District 6 Office in Cartersville**. The District Office is located at 500 Joe Frank Harris Parkway, Cartersville, GA 30120.

Enclosed are the course agenda, implementation plan and registration form. The course will cover how transportation projects are identified, programmed, scheduled and managed at the state level. Instruction will focus on practical information that is useful to local government, including when to accomplish project activities, whom to coordinate and collaborate with, and what the deliverables are within various work groups at GDOT. There will be discussion of how environmental requirements impact the LAP and how project concepts, preliminary design, and final construction plans are developed and approved.

The course is free to all participants. Remember, space is limited, so please **register by Thursday, June 10th**. If you would like to participate, complete and fax or mail the enclosed registration form to GDOT as soon as possible. You should be willing to commit to being on time and staying for the entire agenda. Please bring to training a printed copy of the LAP Manual that is located on the GDOT webpage: <http://www.dot.ga.gov/localgovernment/TransportationPrograms/Documents/LAPManual.pdf>.

This is a great opportunity to increase your understanding of the transportation processes that affect the delivery of projects in your community, and to enhance your ability to communicate with GDOT on local priorities. If you have any questions, contact Genetha Rice Singleton, at 404-631-1929.

Sincerely,

Gerald M. Ross, P.E.
Chief Engineer/Deputy Commissioner